



Office 2007 Training

Intro to Word/Publisher 7/26/11
Intro to Excel/PowerPoint 7/27/11



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Time-saving tips for Office 2007

Change the default file format

Although as a district we are moving away from Office 2000 and Office 2003, some computers have not yet been updated. To ensure that you are creating documents that can be opened by any Office user without having to remember to change the document format each time you save, you can change the default file format:

- Click the Office button
- Click Word Options (or Excel or PowerPoint options depending on the program you are using)
- Open the Save options
- Beside Save files in this format, select Word 97-2003
- Click OK

Customize the Quick-Access Toolbar

The Quick-Access toolbar is the one located to the right of the Office button. You can select from a number of commands that you may use frequently and add them to your toolbar.

- Click the small black arrow located next to the very last icon on the quick access toolbar
- Choose any item on the list that does not have a checkmark (those with checkmarks are already on the quick-access toolbar)
- To find a command not listed, choose more commands
- To move the quick-access toolbar below the ribbon, choose show below ribbon



Disable the Mini Toolbar

The mini-toolbar is a new feature that has been introduced to provide access to formatting features when text has been selected. Many users transitioning from Office 2003 find this to be an obstruction, but fortunately it can be disabled:

- Click the Office button
- Click Word Options (or Excel or PowerPoint options depending on the program you are using)
- Uncheck the box labeled Show Mini Toolbar on selection



Handouts and support materials can be found at :

<http://sedolpd.wikispaces.com/>

